

COASTLINE REGIONAL OCCUPATIONAL PROGRAM
Paul E. Snyder Administrative Center, 1001 Presidio Square, Costa Mesa 92626-1584

**BOARD OF TRUSTEES
AGENDA**

**Thursday, January 19, 2012
10:00 a.m.**

PUBLIC COMMUNICATION TO THE BOARD - Anyone desiring to address the Board on any item will be granted three minutes to make a presentation to the Board. If the topic relates to a particular agenda item, you have the option of requesting to be called upon to make your remarks at the time the item is discussed by the Board. (Education Code §35145.5, Government Code §5495.3)

AGENDA

1. BOARD MEETING CALLED TO ORDER

Meeting is called to order by _____ at _____ a.m.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL:

Tammie Bullard, President	_____
Martha Fluor, Vice President	_____
Dennis Walsh, Clerk	_____
Brian Garland, Member	_____
Sharon Wallin, Member	_____

Coastline ROP:

Darlene Le Fort, Superintendent	_____
Carol Hume, Assistant Superintendent	_____
Lynn Simmons, Director, Business Services	_____

4. ADOPTION OF AGENDA – Recommend the agenda be adopted as submitted.

Motion by _____ Seconded by _____ Vote _____

INFORMATION ITEMS

5. ENROLLMENT/ADA REPORT

Covering the period from July 1, 2011 through December 16, 2011

6. STUDENT EXIT SURVEY

7. SUPERINTENDENT'S REPORT

8. INSTRUCTIONAL/STUDENT SERVICES UPDATE

9. **BIENNIAL COURSE REVIEW**
Presentation by Merry Kim, Project Specialist, Instructional Services

10. **BUSINESS SERVICES UPDATE**

DISCUSSION/ACTION ITEMS

11. **Schedule of Meetings** **Discussion/Action**
Recommend the Board establish the date, place, and time for the 2012 meetings of the Coastline ROP Board of Trustees.

Motion by _____ Seconded by _____ Vote _____

12. **Schedule of Pre-Meetings** **Discussion/Action**
Recommend the Board establish a schedule of pre-meetings with the superintendent.

Motion by _____ Seconded by _____ Vote _____

13. **Approval of Master Textbook Inventory** **Discussion/Action**
Recommend the Board approve the updated 2011-2012 Master Textbook Inventory as presented.

Motion by _____ Seconded by _____ Vote _____

14. **Board Policy Revision – First reading of revised board policies from the 4000 *Personnel* series.** **Discussion/Action**

Motion by _____ Seconded by _____ Vote _____

15. **Resolution - Recommend the Board adopt a resolution for a budget adjustment.** **Discussion/Action**

Roll Call Vote	Mrs. Bullard	_____
	Mrs. Fluor	_____
	Mr. Walsh	_____
	Mr. Garland	_____
	Mrs. Wallin	_____

Motion by _____ Seconded by _____ Vote _____

16. **Resolution - Recommend the Board adopt a resolution to transfer funds.** **Discussion/Action**

Roll Call Vote	Mrs. Bullard	_____
	Mrs. Fluor	_____
	Mr. Walsh	_____
	Mr. Garland	_____
	Mrs. Wallin	_____

Motion by _____ Seconded by _____ Vote _____

17. **Resolution** - Recommend the Board adopt a resolution for signature authorizations for business functions.

Discussion/Action

Roll Call Vote Mrs. Bullard _____
 Mrs. Fluor _____
 Mr. Walsh _____
 Mr. Garland _____
 Mrs. Wallin _____

Motion by _____ Seconded by _____ Vote _____

CONSENT CALENDAR

Action

All matters listed under the Consent Calendar are considered by the Board to be items that will be enacted by the Board in one motion. There will be no discussion of these items prior to the time the Board votes on the motion unless members of the Board or staff request specific items be discussed and/or removed from the Consent Calendar.

It is recommended that the Board approve:

- 18. Minutes of the regular meeting of December 8, 2011
- 19. Ratification of Purchase Order Report ending December 31, 2011
- 20. Ratification of Check Report ending December 31, 2011
- 21. Personnel Register #5-11-12 (Approval of employee appointments, release, retirements, terminations, leaves, transfers, promotions, stipends, additional/overtime assignments)
- 22. An amount, not to exceed \$700, to pay registration fees for board members and staff to attend the CAROCP Southern Region Spring Inservice on March 24, 2012
- 23. ASCD membership for Carol Hume for 2012 in the amount of \$49
- 24. Field trip request for Janet Dukes' students to visit Le Cordon Bleu in Las Vegas, Nevada, leaving February 9 and returning on February 12, 2012
- 25. Travel and Conference Report
- 26. New Internship Sites

Motion by _____ Seconded by _____ Vote _____

27. **NEW BUSINESS**

Information

28. **ADJOURNMENT**

Public Records related to the public session agenda that are distributed to the Governing Board less than 72 hours before a regular meeting may be inspected by the public at 1001 Presidio Square, Costa Mesa, during regular business hours (8 a.m. to 4:30 p.m.)